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CONFIDENTIAL 7 January 1953

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #1
31 Dec. 1952 - 6 January 1953

I. NEW ACTIVITIES

1. Assessment Branch

a. Assessment cases scheduled	8
b. Assessments performed	6
c. Cases written	6
d. Cases outstanding	10
e. Professional trainee tests reported and recorded	7

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2. Training Evaluation Branch

a. Training Evaluations for OC #40, ADMIN #40, ITC #7, and BOC #46 have been reviewed and disseminated.

b. Consultation with EE officials regarding disposition of special cases not meeting Agency standards who are subject for transfer to other divisions.

3. Research and Validation Branch

a. In a conference with Mr. Shaffer on January 2, tentative plans were made to administer a battery of tests on January 12 to students entering BOC, and on January 16 to students entering OC.

b. Beginning with the next weekly report, it is planned that a monthly supplement will be attached listing briefly the current status of each research project.

II. OLD ACTIVITIES

1. Training Evaluation Branch

a. Interviews were held with four PM students concerning their evaluations.

b. Work is continuing on the breakdown of grades of the past ten classes of the OC and the BOC to be forwarded to the FI Training Liaison Officer.

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c. Work is continuing on the designing of a system of recording Training Evaluations on IBM cards.

2. Research and Validation Branch

a. Project No. 9, the file of abstracts of psychological articles pertinent to assessment and related fields, has been progressing. We now have approximately 400 abstracts filed and indexed, covering the most recent literature. The file is being augmented almost daily.

Acting Chief
Assessment and Evaluation Staff

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